Ministry Internship (CE 545R)  
Contract Form

The Contract serves to confirm the agreement between the Student, the Ministry Internship Supervisor, and the Faculty Supervisor, affirming that the student will develop and meet specific ministry-learning outcomes, tailored to their course of study. A signed copy of this contract is to be submitted to the Director of Ministry Internships, Contextual Education Office, Candler School of Theology, room RARB 433B, 404.727.4178 phone, 404.727.2494 fax.

Student Name_________________________________________ Student Id # ____________________________

Phone Number ___________________________ Email Address __________________________________________

Degree Program, Credit Hours, and Semester

_____ MDiv (Up to 6 credit hours)  
_____ MTS (Up to 6 credit hours)  
_____ Non Degree (negotiable)  

_____ MRL (Requirement of 6 credit hours)  
_____ ThM (Up to 6 credit hours)

Choose the semester you wish to receive your credit hours (indicate the credit hours in the blank following the term):

☐ Fall Semester ___________________  ☐ August Term (part of Fall semester)* ____________________  
☐ Spring Semester_________________  ☐ Summer Semester* ______________________________

Inclusive Dates of Ministry Internship ___________ to ___________ (to be filled out by MI Supervisor)  
Final Due Date for Academic Work __________________________________________________________

Ministry Internships are graded on a satisfactory/unsatisfactory basis (S/U). Please be aware that Ministry Internship credits may limit the number of hours in which you can enroll in other classes. Standard Emory tuition rates and fees apply to Ministerial Internship credit. Normally, summer enrollment is not covered by scholarship. August Term--considered part of the Fall semester--enrollment may be elected if the internship overlaps the dates of the August-term; however, this may limit the total hours in which you can enroll in the regular Fall semester and excludes you from enrolling in another A-term class.

Part I: Student’s Responsibilities

The Student agrees: (please initial)

_____ 1. To complete and sign the Contract Form;

_____ 2. That the Student and Ministry Internship Supervisor are not related to (i.e. family member) or in a personal relationship (i.e. partner or dating) with one another;

_____ 3. To submit a Ministry Internship Proposal, along with this completed contract, two weeks before start of term;

_____ 4. To fulfill all scheduling requirements of the Ministry Internship including site work and meetings with Ministry Internship Supervisor and Faculty Supervisor;

_____ 5. To complete a Final Integrative Project;

_____ 6. To complete Candler’s Student Evaluation at the end of the internship. (This will be emailed to the student.)

_____ 7. To complete Darkness to Light’s Stewards of Children child sexual abuse online training, offered at no cost to Candler students before beginning internship (https://d21.csod.com/client/d21/default.aspx, coupon code “Theology”). If you have completed this training, please indicate the date completed ______________________________________.

_____ 8. To review all policy and procedural documents provided by the site, including but not limited to the site’s Safe Sanctuaries or equivalent policy.

*International students studying on a F-1 student visa must be approved for Curricular Practical Training (CPT) by the ISSS office before enrolling in Ministry Internship, ensuring Emory University’s compliance with federal, state and local laws, rules, and regulations.

______________/ _________
Signature of Student  Date
Part II: Ministry Internship Supervisor’s Responsibilities

Students are supervised by a Ministry Internship Supervisor who is: 1) an ordained minister, employed full time in the setting, and has a graduate theological degree from an accredited seminary; and/or 2) a director who has a master’s degree in the indicated field. Ministry Internship Supervisors require the approval of the Director of Ministry Internships.

The Ministry Internship Supervisor agrees: (please initial)

_____ 1. To sign the Contract Form;
_____ 2. To meet in the first week of the semester for the purpose of planning work and developing a weekly schedule for meetings with student.
_____ 3. To meet weekly with the student for reflection and supervision. Normally, these meetings require a minimum of one hour.
_____ 4. To complete Candler’s Ministry Internship Evaluation of the student at the end of the internship. (This will be emailed to the Ministerial Internship Supervisor.)
_____ 5. To recommend to the Faculty Supervisor the grade (S/U) the student shall be given for the internship.
_____ 6. To conduct a criminal background check of the student, if the site requires this of all other employees and volunteers. (Note: Students at Candler School of Theology complete a national criminal background check through a vendor designated by the school before they enroll. In the case of students with criminal history, both the Ministry Internship Supervisor and Faculty Supervisor will be notified of the CBC report by the Director of Ministry Internships and must approve the placement of that student at that site. By signing this contract you understand that Candler School of Theology assumes no liability beyond the terms stated above for the criminal background of the intern serving in your site.)
_____ 7. To review Emory University’s Mandated Child Abuse Reporting policy and discuss with the Director of Ministry Internships concerns regarding this policy. (Note: Students enrolling in Ministerial Internships must complete Darkness to Light’s Stewards of Children child sexual abuse prevention on-line training prior to beginning a Ministerial Internship.)
_____ 8. To review and discuss with the student all policy and procedural documents of the site including, but not limited to, the site’s Safe Sanctuaries or equivalent policy.

Name_________________________________________________________
Institution Name__________________________________________________
Address_____________________________________________________________________________________
Phone______________________ Email Address___________________________

Signature of Ministry Internship Supervisor ____________________________ /__________________
Date

(Optional) Some ministry internships provide students with a stipend to cover travel and additional expenses. Please enter the amount this internship will provide to this intern: $ ____________________.

Part III: Faculty Supervisor’s Responsibilities

The Faculty Supervisor agrees:

_____ 1. To provide guidance and direction to the student concerning the specifics of the project (i.e. reading lists, writing exercises, and means of reflection);
_____ 2. To consult with the student and monitor progress of the project. The number of meetings will be determined by the Faculty Supervisor and should reflect the amount of credit being awarded for the internship;
_____ 3. To complete Candler’s Ministry Internship Evaluation of the Student; (This form will be emailed to the Faculty Supervisor, with the student’s and Internship Supervisor’s completed evaluations.)
_____ 4. To consult with the Ministry Internship Supervisor before submitting a grade (S/U) to the Director of Ministry Internships.

Faculty Internship Supervisor Name__________________________________________

__________________________________________________________ /__________________
Signature of Faculty Internship Supervisor Date

Contextual Education Office

This completed form must be submitted with a copy of the full internship proposal to the Office of Contextual Education, Dr. Thomas Elliott, Jr., Director of Ministry Internships, for approval.

__________________________________________________________ /__________________
Signature of Director of Ministry Internships Date

Revised 12/02/15
Emory’s Office of Legal Counsel has clarified a number of matters regarding Contextual Education interns as mandatory reporters of suspicions of child abuse. Your responsibility and response for reporting suspicions of child abuse are stated below in the “reporting tree”.

Georgia House Bill 1176 (Title 19-7-5) requires that persons working in ministries with children and youth (Child service organization personnel) having reasonable cause to believe that a child has been abused report that abuse within 24 hours.

Emory University’s Policy 4.119 (http://policies.emory.edu/4.119) Mandate Child Abuse Reporting requires all Emory University faculty, staff, volunteers, students and Third-Parties to report suspected child abuse of which they are made aware in their employment or other duties, on or off-campus. Any Emory University faculty, staff, or students who fail to report a case of suspected child abuse is subject to disciplinary action, which could include termination (if a faculty or staff member) or expulsion (if a student.)

The United Methodist Discipline (2012, p 341.5) requires clergy of The United Methodist Church—including Student Local Pastors—to report cases of suspected child abuse or neglect, regardless of confessional confidences.

**Given these three policies, a “reporting tree” for use by Candler student interns has been established:**

1. Report suspicions of child abuse immediately to the site mentor and/or an individual designated by the site and articulated through a “Safe Sanctuaries” or other policy regarding the mandatory reporting of suspicions of child abuse. If the site is in Georgia, the site’s designated authority is required to report suspicions within 24 hours with a law enforcement agency or Division of Family and Children Services. Reporting to the appropriate site authority immediately ensures the student has satisfied Georgia law.

2. Report suspicions of child abuse to the teaching supervisor AND the Director of Contextual Education I (if enrolled in Con Ed I) or Director of Contextual Education II (if enrolled in Con Ed II, Teaching Parish, Contextual Education for Anglican Students, or an internship.) Reporting to the teaching supervisor AND a Director of Contextual Education satisfies Emory University’s expectation for reporting suspicions of child abuse.

3. The Directors of Contextual Education I and II, as required by Emory University, will inform the Emory Police Department of this report and will tell the student when the report has been passed to the Emory Police Department. Reporting to the Emory Police Department satisfies Emory University’s expectation for reporting suspicions of child abuse.

4. The Emory Police Department will report suspected child abuse to the Division of Family and Children Services in the county where the child lives or where the abuse was witnessed within 24 hours of receiving the report. Reporting to the Emory Police Department satisfies Emory University’s expectation for reporting suspicions of child abuse. Reporting to the Division of Family and Children Services satisfies Emory University’s expectation for reporting suspicions of child abuse.

It is Emory’s policy that no faculty, staff, or student member of the Emory Community making a good-faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program.